




BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date:	Tuesday, 13th February 2024	
Time:	7:30 pm	
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY	
Called By:	Andy Pellew (Chair of Trustees)	
Summary:	Scheduled Monthly Charity Trustee Meeting https://bit.ly/bhca-shared-calendar	
Note Taker:	Jenni Foster-Smith (Secretary)	
Documents:	REF01 Minutes of the meeting held on 9th January 2024.pdf REF02 Action List - 60-day Report.pdf REF03 Financial Update - January 2024.pdf REF04 Equal Opportunities Policy & Procedures (V0.1 Draft).pdf REF05 Trustee & Volunteer Training Acknowledgement REF06 Scheduled Agenda Items.pdf REF07 Fundraiser (Role Description) V0.1 (Draft).pdf REF08 Reimbursement of Expenses & Purchases Policies and Procedures V1.1 (Draft).pdf REF09 Grant-Making Policy V1.2 (Draft).pdf REF10 Donation Request Form.pdf REF11 Lego Programming Sponsorship Donation Request (Barry Dean).pdf REF12 Draft ICB Consultation Letter.pdf REF13 The Europe Challenge (Meet Eat Art) Original Cambs CC Library Service Submission.pdf REF14 Europe Challenge 2024 Committee Terms of Reference.pdf REF15 Original PPG Practice Report.pdf	

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: Notes:

Notes for Agenda Items

Ref	Notes
01	<p>Apologies for absence – Hilary Whipp (HW, Treasurer), Barry Dean (BD).</p> <p>Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]:</p> <p>BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Phone Box Library), Anthony Mitchell (AM, Vice Chair), Bunty Waters (BW), Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p>Karen Hayden (KH), Richard Hayden (RH)</p>
02	<p>Minutes from 9th January 2024.</p> <p>Proposer: AP Seconder: BW</p>
03	<p>Action Log Review</p> <p>The “Local Organisations” spreadsheet is coming along well. It is accessible here.</p> <p>List of businesses coming together now.</p>
04	<p>(declarations of interest)</p> <p>CPFT NHS Trust - AM</p>
05	<p>(chair updates)</p> <p>Not too much to update.</p>
06	<p>Financial Update.</p> <p>File is there in the finance area, but it hasn't been sent out yet.</p> <p>Started work on a budget centered way of reporting finances, instead of a year by year report.</p> <p>AP and AM met, and counted money from the buckets, around £90.</p> <p>HW and AP decided any money donated via PayPal will be transferred daily to the barclays account.</p> <p>Action: AP still needs to create the accounts for Gift aid.</p> <p>Is it worth seeing if there is any benefit from collecting foreign currency?</p>

07	<p>(committee updates);</p> <ul style="list-style-type: none"> - Bar Hill News (AP). Invoices have gone out to the advertisers. As is usual we have had some cancellations and - Christmas Event (AP) Money was counted, as mentioned above. AM to chair the Christmas committee. Proposer AP, Seconder BW. We have a complete list of the tasks, AP has started some of the applications. AP and AM to meet up and discuss. - Fête & Festival (KB) It's going well, all the bands are booked already. BW has arranged the bins. Land train for the children. KDC went to the school to tell the children about the fete, they were keen for a petting zoo. Blood donor group coming again, and the raptor foundation. - Haulage company have said they will help with stewards on the day. - Parks & Recreation (JFS) Sent the letter round to members, good feedback, approved to send the letter around to businesses, the school, preschool etc. - Phone Box Library (AP) Library not keen to have library phonebox outside the library, they already have a problem with people returning books. - Wellbeing Walks (AP). Paused it because of the weather, starting in March. Doing it 1st and 3rd week of the month.
10	<p>New Policy: Equal Opportunities policy and procedure</p> <p>The is based on the sample policy from Small Charity Support and covers both Trustees, Volunteers, as well as Employees.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 0.1 Draft, and advance it to 1.0 Approved.</p> <p>Proposer: AP Seconder: KDC</p>
11	<p>Simplification of Training record system</p> <p>PROPOSAL 1: We simplify the current training record system by having a single page per training document (as shown in REF05) and have Trustees and (where appropriate) volunteers sign after reading.</p> <p>Proposer: AP Seconder: BW</p> <p>All attendees have signed their training records while at the meeting</p>
12	Policy Review: Charitable Donations & Fundraising Policy

	<p>This is an updated version of an existing policy. The old policy is REF16 available (for comparison) in the “Policies and Procedures” folder in the Trustees Document area.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 1.2 Draft, and advance it to 2.0 Approved.</p> <p>Only changes to this policy was amending a few typos.</p> <p>Proposer: AP Seconder: JFS</p>
13	<p>Monthly Agenda Items Schedule</p> <p>Attached is the schedule for monthly agenda items. The intention behind the schedule is to include one (or two) policies or procedures a month for review.</p> <p>PROPOSAL: We accept the attached schedule.</p> <p>Trustees (and those with BHCA Google Accounts) can access the Google Sheet directly in the shared Trustee Documents > Meetings folder (any issues message AP)</p> <p>Proposer: AP Seconder: KDC</p>
14	<p>Fundraising</p> <p>A Fundraising Role description has been created to form the basis of articles and requests for help in the Bar Hill News and Online.</p> <p>PROPOSAL: We accept the Role Description as specified in REF07 (this will update the version to 1.0) and that this is used to form the basis of recruitment going forward.</p> <p>Proposer: AP Seconder: AM</p> <p>We are starting to assemble a list of businesses in our village and surrounding villages that we could potentially approach to sponsor events/ advertise in the Bar Hill News/ donate to the charity.</p> <p>PROPOSAL: Where a Trustee (or volunteer) has a connection to an organisation we record it and they manage connection to that organisation acting as a point of</p>



	<p>contact for other groups within the BHCA who wish to engage with that organisation.</p> <p>Agreed to use the wording 'long standing relationship' instead of 'connection'. Proposer: KDC Seconder: AP</p>
15	<p>Updated Policy: Reimbursement of Expenses & Purchases Policies and Procedures</p> <p>The changes to the document are to the form for claiming expenses. The updates clarify who completes what, the affected budget, and the location of receipts (just a folder name).</p> <p>PROPOSAL: We accept version 1.1 (Draft), change the version to 1.2 (Approved). Proposer: AP Seconder: JFS</p> <p>Action: KDC needs reimbursing for the Temporary event notice.</p>
16	<p>Trustee Communications</p> <p>At the moment we use WhatsApp as a means of discussing things amongst Trustees. The problem with WhatsApp is there is no searchable history that volunteers can use to feed into discussions without being added to the group. As we get bigger an "everyone" group will become less and less manageable. This proposal is to switch to Google Groups.</p> <p>Please note that there is no requirement to install an application in order to use Google Groups.</p> <p>Individual group members in Google Groups have much greater control over messaging - opting to receive an email for each message, or a daily digest (for example) - and the archive is held by Google and is searchable.</p> <p>We already use Google Groups extensively within the organisation - for example Meeting Agendas, Chair of Trustees, BHN Contributors, Finance, etc. For 99% of users it is just email.</p> <p>More information on Google Groups is available (via a non-Google site) here; https://www.dragapp.com/blog/google-groups-guide/</p>

	<p>PROPOSAL: We stop using WhatsApp and switch to using Google Groups (which is essentially managed email) discussions. Trustees will be able to send emails to the group - no-one else will.</p> <p>Proposal not agreed in meeting, prefer to keep using WhatsApp, but remove BD from Trustee group, and set up a new group for volunteers and trustees.</p> <p>Action: Remove BD from WhatsApp group, set up new group for volunteers.</p> <p>PROPOSAL: We stop using Slack and close our account. The group will be configured so only Trustees can send messages to it. Proposer: AP Seconder: JFS</p>
17	<p>VAT Registration</p> <p>As a charity we have the option of registering for VAT. This will allow us to claim back 20% on VAT-chargeable purchases.</p> <p>Here is the details for VAT registration;</p> <p>https://www.gov.uk/vat-charities/registration</p> <p>The first paragraph;</p> <p>“As a charity, you must register for VAT with HM Revenue and Customs (HMRC) if your VAT taxable turnover is more than £85,000. You can choose to register if it’s below this, for example, to reclaim VAT on your supplies.”</p> <p>We would register using the second option (choosing to register). If we become VAT registered we will be required to submit VAT returns. A VAT return comes in two parts; VAT we had added to sales, and VAT we wish to claim back on purchases.</p> <p>We would need to add VAT on Sales. For example stall bookings for the Fete would need to include VAT (at 20%) as would costs for advertising in the Bar Hill News. We can either absorb these costs (so a £15 item would now cost £12.50 + £2.50 VAT) or pass them on (the same £15 item now costs £18 including £3 VAT). VAT registered businesses would be able to claim this VAT back so, if we kept the charges the same we</p>

	<p>would instead be offering them a reduction of the included VAT. We can do this on an item-by-item basis.</p> <p>VAT returns are usually quarterly but with this scheme; https://www.gov.uk/vat-annual-accounting-scheme we can switch to Annual which I think makes a lot more sense from our point of view. This would eliminate our need to go via the Parish Council to maximise donations.</p> <p>PROPOSAL: We register for VAT. AP becomes responsible for VAT submissions with another trustee, to be nominated, acting as backup. AP to document and manage this process for approval at a future meeting. All sales must now include VAT with individual committees deciding on how it should be passed on.</p> <p>NOTE: There will probably be a gap between registering for VAT and being accepted onto the VAT Annual Accounting Scheme. We should expect to have to submit at least one or two quarterly returns.</p> <p>Agreed to hold off on the VAT registration, as it has a lot of implications. The fete committee have to pay VAT on the security and stage hire, it doesn't cause any issues, so definitely something the charity can discuss in the future.</p>
18	<p>Grant Application Form</p> <p>AM provided a template Grant Application form. The intention is that this form would be placed on our website (or an electronic version of it) and people seeking to apply for a grant would use it.</p> <p>I have updated the Grant Making Policy to include completing the Application Form.</p> <p>PROPOSAL: We accept that Grant Making Policy V1.2 (Draft) and advance the version to V1.3 (Approved), Proposer: AM Second: JH</p> <p>PROPOSAL: PDF versions of the Grant Making Policy, and the Grant Application Form be added to our website. Proposer: AM Second: JH</p>

	<p>PROPOSAL: An electronic version of the Grant Making Policy (collecting identical information) be created and added to our website.</p> <p>Proposer: AM Seconder: JH</p>
19	<p>Defer until the next meeting.</p> <p>Request for donation: Lego Programming Equipment</p> <p>We have received a donation request from Barry Dean for the purchase of lego programming equipment. Each piece costs £430.</p> <p>PROPOSAL: We offer the services of the BHCA to allow Gift Aid to be claimed on donations (and potentially VAT to be recovered on costs of the items themselves) for this project.</p> <p>PROPOSAL: We offer a delayed donation. Trustees must understand that there is not sufficient funds for an immediate donation - we would need to fundraise to meet any donation.</p>
20	<p>The BHCA has the opportunity to provide a written submission to the NHS Cambridgeshire and Peterborough Integrated Care Board (henceforth ICB). The ICB is currently charged with commissioning services for Maple Surgery and has a legal requirement placed on it by the Government to consult on significant changes with the Local Community (amongst other stakeholders).</p> <p>It was announced at the last Maple Surgery Patient Participation Group meeting that the tendering process to run Maple Surgery has been shortened to half the usual time.</p> <p>PROPOSAL: The draft letter, as submitted by AM, serving as our response to the consultation is approved and sent as is.</p> <p>Proposer: AM Seconder: AP</p> <p>A stakeholder has to attend the next meeting about the surgery, as a representative for the BHCA. Karen Hayden will be taking this on, as she attends the surgery and has an NHS background.</p> <p>Proposer: BW Seconder: JH.</p>
21	<p>The Europe Challenge update</p> <p>There is a published website with more information on this exciting</p>

	<p>project; https://theuropechallenge.eu/</p> <p>We now have the submission document from the library service (REF13) which is also in the Committee folder.</p> <p>PROPOSAL: We formerly set up a BHCA Committee (consisting of myself and Bunty in the first instance). The Terms of Reference are attached as REF14. This setup would include a budget of Zero.</p> <p>Proposer: AP Seconder: AM</p>
22	<p>General Budget Manager</p> <p>At the moment we have the General Budget which, so long as it's in surplus, we use for things like the web domain, stickers, etc.</p> <p>PROPOSAL: The "Chair of Trustees" to be placed in charge of managing this budget and authorised to spend up to £50 a month from this budget. All expenses used under this budget should be reported as an information-only-item (IOI) at the next Trustees meeting. NOTE: The General budget is not currently in surplus.</p> <p>Proposer: AM Seconder: BW</p>
97	<p>Any Other Business (inc. Agenda items for future meetings):</p> <ul style="list-style-type: none"> - Purchase of more money donation boxes - AP has some, they are ready to be placed in shops etc.
98	<p>Date and location of next meeting; typically second Tuesday of next month @ 7:30 pm in the Fox Inn (12th March).</p>
99	<p>Meeting closed at 20:31.</p>

<p>Dated: 13-FEB-2024</p> 	<p>Dated: 13-FEB-2024</p> 
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Jenni Foster-Smith (Secretary)	Andy Pellew (Chair)
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